



Middlesex Community College

Bedford Campus • 591 Springs Road • Bedford, MA 01730-1197 • 781-280-3200  
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**POSITION VACANCY  
“FT NON-UNIT PROFESSIONAL”**

**DATE:** June 21, 2011

<b><u>POSITION:</u></b>	Staff Assistant - Administrative Services
<b><u>RESPONSIBILITIES:</u></b>	The Administrative Services Staff Assistant is a creative, knowledgeable and service-oriented individual. Under the general supervision of the Director of Administrative Services assists the Director in managing the document reproduction and fax services, transportation services, parking program and purchasing services across the college. Performs related duties as required.
<b><u>SPECIFIC DUTIES:</u></b>	Complete Job Description below and available from Human Resources.
<b><u>POSITION REPORTS TO:</u></b>	Director of Administrative Services
<b><u>QUALIFICATIONS:</u></b>	Complete Job Description below and available from Human Resources.
<b><u>SALARY:</u></b>	Grade 4 (\$39,900 - \$57,800 annually). Starting salary within this range is dependent on upon experience in a closely related position, but likely will not exceed mid \$40's.
<b><u>START DATE:</u></b>	mid-August, 2011.
<b><u>APPLICATION DEADLINE:</u></b>	July 13, 2011.
<b><u>TO APPLY:</u></b>	<b><u>SEND COVER LETTER AND RESUME TO:</u></b> <a href="mailto:hrjobs@middlesex.mass.edu">hrjobs@middlesex.mass.edu</a> Middlesex Community College 591 Spring Road Bedford, MA 01730-1197

Middlesex Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, marital status, sex, sexual orientation, age, national origin, qualified disability or veteran status in accordance with Title VII of the Civil Rights Act of 1967, Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and Massachusetts General Laws, Chapter 151B.

**Middlesex Community College  
Position Description**

Position Title: **Staff Assistant**

Department: Administrative Services

Reports To: Director of Administrative Services Date: June 21, 2011

**GENERAL SUMMARY:**

The Administrative Services Staff Assistant is a creative, knowledgeable and service-oriented individual. Under the general supervision of the Director of Administrative Services assists the Director in managing the document reproduction and fax services, transportation services, parking program and purchasing services across the college. Performs related duties as required.

**ESSENTIAL JOB FUNCTIONS:\***

- Prepares, submits, and monitors Administrative Services budget through the BANNER system entering purchase requests/orders and developing and maintaining reports and spreadsheets as necessary to provide input for the Director of Administrative Services
- Works with Human Resources to recruit and hire employees in document reproduction and transportation services.
- Trains, schedules, supervises and evaluates document reproduction and transportation services employees and prepares, processes and maintains personnel related forms such as Job Assignment Forms (JAF) associated with these employees.
- Manages, submits, maintains and reviews department time and attendance records on behalf of the department.
- Creates, maintains and updates Administrative Services departmental intranet site and assists other departments within the Administration and Finance division with the creation and updating of intranet sites to maintain consistency across the division.
- Assists the Director with the development of bid documents as requested and receives bids, summarizes and analyzes bid responses on spreadsheets or other databases, maintains bid lists and coordinates bid processes with the State's COMPASS purchasing system.
- Produces, updates and maintains forms, guides, brochures and publication materials used by the department and across the college as appropriate.
- Maintains the Administrative Services department's historical records according to standard state recordkeeping procedures and participates in advising other college departments with regard to appropriate state recordkeeping procedures.

- Establishes procedures for document reproduction and some printing services across the college and receives inquiries and complaints from college employees with regard to document reproduction services and printing services and either answers inquiries or concerns and convenes the appropriate individuals to address the inquiries and concerns if necessary.
- Coordinates and maintains the college-wide inventory of document reproduction, fax and some print machines including service contracts to analyze usage and establish a life cycle replacement strategy and maintains an inventory system of document reproduction and fax supplies across the college.
- Monitors document reproduction of specialized projects on an annual basis and in some instances bills for the use of the college equipment and services including use by the bookstore or outside vendors.
- Responsible for the development and communication of written and oral guidelines regarding parking procedures, policies and forms in conjunction with the Executive Vice President, Director of Administrative Services, Dean of Facilities Management and other parties as necessary.
- Manages the Registry of Motor Vehicles (RMV) database of parking violations, fee assessments, hearings, dismissals, license revocations, etc.
- Receives appeals of parking violations, schedules and conducts hearings, and makes decisions based on the information presented at the hearing; enters results in RMV database.
- Receives and resolves complaints regarding college parking policies in concert with the Director of Administrative Services as necessary.
- Establishes college-wide policies and procedures with regard to the use and scheduling of college transportation services.
- Receives and approves/rejects requests for transportation services and maintains a calendar of use.
- Participates in the design, creation and maintenance of college directional signage and written directions, on campus roadway signage, and transportation vehicle signage.
- Initiates and maintains paperwork necessary for insurance coverage on transportation vehicles and employees eligibility to operate vehicles including drivers licenses and CORI checks.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Participates in the coordination of department workshops, seminars, and informational meetings.
- Performs other related duties as required.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require two (2) to three (3) years of experience in administrative services and computer systems. An Associate's degree may be substituted for one (1) year of the required experience.

Knowledge and experience with a centralized computer system for administrative services, fiscal resources or human resources functions and demonstrated successful experience with creating and maintaining reports, queries and spreadsheets using Word, Access and Excel.

A demonstrated commitment to promoting diversity and experience working with diverse populations.

Demonstrated interpersonal and communication skills which include the ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to maintain a professional demeanor with employees, students and the public at all times.

Ability to effectively interface with all constituents and maintain strict confidentiality of sensitive information.

Ability to learn, implement and communicate policies and procedures.

Strong organizational skills.

Ability to work independently and to prioritize work in a fast paced environment.

Ability to travel freely between campus locations.

**SUPERVISORY RESPONSIBILITY:**

Carries out supervisory responsibilities in accordance with Middlesex Community College's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems for reproduction and transportation services employees.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.

Requires extensive use of computer keyboards requiring eye-hand coordination and finger dexterity.

More than half of time spent in normal office setting.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

The successful applicant may be subject to a search of records pertaining to past criminal or sexual offenses, known as the CORI (Criminal Offender Record Information) check and SORI (Sex Offender Registry Information) check. The CORI and SORI checks are carried out pursuant to Mass. General Laws, Chapter 6, Sections 167-168B and 178C, respectively. A criminal record check and Criminal History Systems Board approval are prerequisites to having authorization for access to CORI data held by this office and performing an essential function of this position.

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Approval

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Date